

**To:** McKay, Jennifer (EC/EC)[jennifer.mckay@canada.ca]  
**Cc:** Kumar, Ashij (EC/EC)[ashij.kumar@canada.ca]; Torchia, Carla (EC/EC)[carla.torchia@canada.ca]; Schardt, James[schardt.james@epa.gov]; Korleski, Christopher[korleski.christopher@epa.gov]; Barnes, Edlynzia[Barnes.Edlynzia@epa.gov]  
**From:** Korleski, Christopher  
**Sent:** Wed 2/3/2016 6:05:28 PM  
**Subject:** RE: Progress Report of the parties email

Hey J:

A few formatting tinkers – may make it easier to read. Keep or toss and fire when ready.

Chris

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Dear Canadian and U.S. GLWQA Annex Co-Leads:

Please find attached the Draft Nutrients Annex Chapter to provide you with an *example* of a form and structure for you to follow for your specific annex chapters.

In addition to **providing** this draft chapter, **the** following is additional guidance:

- The previous annex template that was provided in September 2015 is no longer valid following direction from the GLEC Co-Chairs.
- Focus on the Key Commitments from your annex that you would like to highlight based on activities undertaken and progress achieved in the first 3 years – i.e., “What story do you want to tell for your annex?”

- Keep in mind your annexes' Priorities for Science and Action (<http://binational.net/2014/03/20/psa-pasa-2014/>) and time-bounded commitments. We're assuming that your Key Commitments being reported on will be directly aligned to the priorities for science and action that you identified for 2014-2016; if for some reason there was a priority for science or action that didn't get covered off by reporting against Key Commitments then Co-Leads should discuss any work undertaken related to those specific priorities.
- The first page of the Draft Nutrients Annex Chapter includes a timeline towards the annexes' time-bounded commitment – this may or may not work for other annexes so adjust as necessary or include other information.
- The bullets of progress achieved under the Key Commitments should be succinct. **(You can refer Point to other sources of information that are available elsewhere / online.)**
- The section on Domestic Actions should be concise – you may wish to include a longer list but we may need to cut back some of this text to allow for our overall recommended page limit of 50 pages. We will try to achieve a balance of input from all the agencies and organizations that provide you input for this section.
- Try to keep your **Draft Annex Chapter** to 4 pages maximum if possible.
- Use MS Word to develop your draft in text format and embed any images you wish. Do not use PowerPoint (as shown in the draft Nutrients Chapter Annex). We will be applying a uniform style and format once all the draft sections are submitted to the Secretariat.
- Engage your Secretariat staff representatives in the drafting of your chapters – this will speed up the review and revision process. On the Canadian side, Ash and Carla are able to work with you or your drafting team to assist or hold the pen if you wish. **On the U.S. side, Chris, Jamie, and the other LAMP managers will be able to provide guidance.**

Here is the revised draft timeline for the production of the Progress Report of the Parties:

- Feb 19 – Please respond to [ashij.kumar@canada.ca](mailto:ashij.kumar@canada.ca) and [schardt.james@epa.gov](mailto:schardt.james@epa.gov) to let us know who will be drafting your chapters.
- **Feb-Apr 1 – Co-Leads draft their chapters and submit draft to Secretariat Apr 1 (*firm deadline*)**; Secretariat staff draft article-related language and introductory language and assemble complete PRP
- Apr 4-8 – Secretariat review/revision with Co-Leads
- Apr 11-22 – GLEC Co-Chair review/revisions [ 2 week Co-Chair review and internal agency approvals]
- Apr 22 – “draft without prejudice” sent to GLEC members
- Apr 25 -May 13 – GLEC member review/input [to allow 3 full weeks for GLEC member input]
- May 16-20 – Secretariat considers comments/makes revisions
- May 23-27 – GLEC Co-Chair review of final draft for presentation at GLEC
- May 27 – final draft sent to GLEC in advance of Jun GLEC (*firm deadline*)
- Jun 1-2 – final draft presented at Jun GLEC

If you have any questions please feel free to contact your Secretariat staff member.

Sincerely,

Jennifer McKay

GLEC Secretariat (Canada)

Environment Canada

Great Lakes Environment Office

Chris Korleski

GLEC Secretariat (U.S.)

U.S. Environmental Protection Agency

Great Lakes National Program Office

**From:** McKay, Jennifer (EC/EC) [mailto:jennifer.mckay@canada.ca]  
**Sent:** Wednesday, February 03, 2016 11:34 AM  
**To:** Korleski, Christopher <korleski.christopher@epa.gov>; Schardt, James <schardt.james@epa.gov>  
**Cc:** Kumar, Ashij (EC/EC) <ashij.kumar@canada.ca>; Torchia, Carla (EC/EC) <carla.torchia@canada.ca>  
**Subject:** Progress Report of the parties email  
**Importance:** High

Hi Chris,

Here is the email to Annex leads on the Progress report of the parties.

Please let me know if you have any changes. I tweaked the timeline Ash gave me. I'd love to get this out today if possible. I have a call with our Canadian Annex leads on Friday.

Thanks,

Jennifer

**Jennifer McKay**

Manager, Great Lakes Environment Office

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## Jennifer McKay

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